

**Pre-Bid Conference Minutes**  
**Tuesday – June 23, 2015 – 10:00 am**  
**Clifton T. Perkins Hospital Center**  
**“Laboratory Services”**  
**OPASS 16-14335/eMM MDM0031021254**

**DHMH ATTENDEES:**

Anthony Gardner (via conference call) - Contract Officer, Office of Procurement and Support Services (OPASS)

Kelli Francis – Procurement Officer, Clifton T. Perkins Hospital Center (CTPHC)

Heather Mohny – Procurement Specialist, Clifton T. Perkins Hospital Center (CTPHC)

Joan Bryant – Phlebotomist, Clifton T. Perkins Hospital Center (CTPHC)

Timsy Patel – Medical Clinic, Clifton T. Perkins Hospital Center (CTPHC)

Tom Lewis – Chief Operational Officer (COO), Clifton T. Perkins Hospital Center (CTPHC)

**VENDOR ATTENDEES:**

**Karin Gurba Lang – Senior Marketing Executive, LabCorp**

After introductions, Anthony Gardner, Contract Officer from the Office of Procurement and Support Services, gave the overview of the procurement process. The Contract Officer explained that the contract resulting from this solicitation will be for a three-year duration with no renewal options and the anticipated start date is January 1, 2016.

The IFB and all subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace ([www.eMaryland.buspeed.com/bsa](http://www.eMaryland.buspeed.com/bsa)) and DHMH ([www.dhmf.maryland.gov/opass/SitePages/HomePages/Home.aspx](http://www.dhmf.maryland.gov/opass/SitePages/HomePages/Home.aspx)) websites. Please remember that in order to receive a contract award, a vendor must be “registered” on eMM. Registration is free. Review Subsection 1.8 for details.

The Procurement Method used for this solicitation is **Multi-Step Competitive Sealed Bidding**.

A **MBE subcontracting goal** was **Not** established for the contract resulting from this solicitation. However, Minority Business Enterprises are encouraged to respond to this solicitation.

The Contract Officer asked vendors to carefully review Subsection 1.9 – Questions, Page 11, regarding how to submit questions subsequent to this Pre-Bid Conference. Questions to the Procurement Officer, Michael Howard, with a copy to the Procurement Coordinator, Kelli Francis, and I, Anthony Gardner, shall be submitted via [http://dhmf.solicitationquestions@maryland.gov](mailto:http://dhmf.solicitationquestions@maryland.gov). Questions will be accepted up to five (5) days prior to the bid due date. The Procurement Officer, based on availability of time to research and communicate an answer, shall decide whether an answer can be given before the bid due date. So try to get any questions to us ASAP.

OPASS and Clifton T. Perkins Hospital Center received questions prior to this Pre-Bid Conference. Those questions will be posted at the end of this document.

Subsection 1.30, page 16, is in regards to Payments by Electronic Funds Transfer. Carefully review this clause. By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. This section goes into detail on how to register or request an exemption.

Bidder Minimum Qualifications is listed in Section 2, subsection 2.1 on page 20. As noted, the bidder must provide proof with its bid that all minimum qualifications have been met.

The Scope of Work - Requirements are listed in Section 3, subsection 3.2, pages 21 – 33. The Contract Officer instructed vendors to review this section thoroughly in order to get a clear understanding of what the Department expects of the successful bidder in the provision of the services. Included in the Scope of Work section is subsection 3.4 – Insurance Requirements. Please pay special attention to subsection 3.4.5 regarding the resulting contractor's coverage for worker's compensation.

The Bid Format is listed in Section 4, pages 37 – 42. Pay special attention to the Required Bid Submission Requirements, subsection 4.4 listed on pages 39 – 41. **Failure to include all required items may void your bid submission.** Also included in Section 4, is subsection 4.7 – Documents Required upon Notice of Recommendation for Contract Award. As noted, this is a list of documents that are only required from the winning bidder. Please keep this in mind when submitting your bid documents.

One of the affidavits you are required to complete, sign, and submit if you are the winning bidder is the Contract Affidavit (Attachment C). This form asks for the name of your resident agent. If there is a question of who your Resident agent is, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

Please correctly review the **Bid Pricing Instructions (Attachment F)** Pages 69 - 70 and the actual Bid Form – the separately attached Excel spreadsheet.

Within ten (10) working days of being notified of its recommendation for award, the bidder must complete and submit the Contract Affidavit included as **Attachment C** and the Standard Contract as **Attachment A**. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned. WE REQUIRE THAT ALL REQUESTED ATTACHMENTS/DOCUMENTS BE RETURNED TO US IN TRIPLICATE with original signatures. We do **Not** require that the solicitation document be returned. A list of the Attachments can be found on pages 43 & 44. Some Attachments are not applicable to this particular procurement.

Please carefully review Section 4.4 – **Required Bid Submissions** - Pages 39 - 41 in the specifications in order to submit the correct required attachments/ documents.

Lastly, don't forget to sign the Bid and Signature pages. The most important matter is to get your bid to us by the date, time, and at the location listed. Your bid documents in triplicate are due no later than

**Friday, July 31, 2015 no later than 2:00 p.m. No bids will be accepted after 2:00 p.m.** The Public Bid Opening is scheduled for **Friday, August 7, 2015 at 1:00 p.m.**

As listed on the Key Information Summary Sheet, please send your bids to the attention of Kelli Francis. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt. A receipt of delivery will be provided for hand-delivered bids. The bid opening is public and may be attended by you. At the time of the bid opening, the apparent successful vendor will be determined. However, a final determination will be made after bid submission requests, bid calculations, etc. are made and verified.

Prospective bidders may have questions answered that may help them understand the IFB, etc. Keep in mind that the answers to your questions, if they are significant in nature, will be posted on the eMM AND DHMH websites. Therefore, please allow sufficient time for this to occur.

If you have any comments/questions about the procurement process, please contact me at 410-767-5190. Again my e-mail address is Anthony.gardner@maryland.gov. Contact the Procurement Coordinator, Kelli Francis for programmatic questions.

**Questions sent prior to the pre-bid were reviewed next as follows:**

**Q.** Are STAT tests completed on Sundays?

**A.** **Yes, STAT tests are completed on Sundays.**

**Q.** How are the tests ordered?

**A.** **The tests are ordered through Quest Care 360.**

**Q.** What percentage of patients have other insurance?

**A.** **Once admitted as a patient CTPHC covers all medical expenses.**

**Q.** What information can be revealed about the previous contract?

**A.** Incumbent: Quest Diagnostics

Term: September 1, 2011 – August 31, 2014

Total Bid Price: \$345,146.00

